



PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT SAFETY POLICY

POLICY NUMBER: 5	DATE: November 24, 2000
TITLE: JOB SAFETY ANALYSIS	APPROVED BY: Katherine Boxer Latipow

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5-1. **REFERENCE**

- (a) Title 8, California Code of Regulations, Chapter 4, Subchapter 4, Section 1509.
- (b) Title 8, California Code of Regulations, Chapter 4, Subchapter 7, Section 3203.
- (c) City of Fresno Administrative Order Number 2-3, Subject: Safety Policy.

5-2. **PURPOSE**

To clarify the responsibilities and goals for accomplishment of Job Safety Analysis by supervisors in the Parks, Recreation and Community Services Department.

5-3. **BENEFITS OF JOB SAFETY ANALYSIS**

- (a) Fewer accidents

You should have fewer accidents as a result of JSA efforts. Only two JSA's conducted per month would result in the analysis of the 24 most hazardous jobs during the first year of operation.

(b) Employee involvement

By helping to prepare the JSA, skilled employees get the feeling that you really want to hear their ideas and care about what they think. Workers know that you recognize the value of the experience that they have had on the job. And when these individuals are given an opportunity to make working conditions safer for all the people in the department, they become more involved. The new employees will look upon the completed JSA as training for their jobs. So from the first day new employees join the department, they will be aware of the extent of City's concern for accident prevention. In addition, new workers will generally be more willing to offer their ideas to improve operations. They will be thinking safety right from the start.

(c) Training the new employee

The job safety analysis can also be used to train new employees because it spells out the job steps, the hazards associated with each, and the recommended safe procedure. In addition, the personal protective equipment needed could be listed at the top of the form. Use the job safety analysis for refresher training on the jobs done infrequently, because this kind of job often results in accidents. Help to prevent those accidents by having operators review the JSA before they start a job that has not been done in some time.

(d) Accident investigations

If an accident occurs on a job for which a JSA has already been prepared, it can be most useful during the accident investigation. The JSA will show either that you missed a hazard in your original analysis, or that the procedure prescribed was not being followed. In either event, you can take the appropriate action to rectify the situation.

(e) In conclusion, think about the value of job safety analysis. Consider how much safer operations can be. Job safety analysis is one of the best existing accident prevention tools.

5-4. **POLICY**

(a) Employees shall not be knowingly allowed to work in an unsafe manner or in unsafe conditions. Job safety analysis may be to:

- (1) Examine the workplace for unsafe conditions (hazards) so that they may be mitigated. This may result in a change to the written operation and maintenance procedures.

- (2) Examine the procedures under which employees accomplish work (work practice dangers) so that they may be modified, if necessary, to provide for safety in the workplace. This may result in a change to the written operation and maintenance procedures.
 - (3) Train employees when first assigned a task that was previously not accomplished.
- (b) Job safety analysis is the responsibility of supervisors to accomplish.
- (c) Alternate methods may be developed by the divisions for collecting and analyzing the information contained within the Job Safety Analysis Form. One example is to include the information on work orders for preventive maintenance tasks.

5-5. **GUIDELINES FOR PRIORITY OF JOB SELECTION BY SUPERVISORS**

- (a) It is essential to establish a priority for the order in which to analyze job. What would be a logical way to select them?
 - (1) First, select the jobs in which the most accidents occurred. And remember, consider ALL accidents (injury, illness, property damage, and near-miss incidents). If you choose the jobs to be analyzed in this way, you will enjoy immediate accident prevention benefits.
 - (2) Second, consider jobs that have a potential for severe accidents even though there may not have been any accidents yet. It is quite possible that everyone exercises great care when jobs of that type are running. Such jobs are splendid candidates for job safety analysis.
 - (3) Third, study newly established jobs carefully. It is quite possible that there are new job hazards not previously encountered. Perhaps, personal protective equipment is needed. It is also possible that an old hazard will be removed in the new operation. In these instances, you would strive for wider application of the new process.
- (b) Any job, for which you conduct a safety analysis, should be reviewed in the event that a method or process changes. Again, look for hazards that may have been introduced or removed in the change.

5-6. SELECTION AND BRIEFING OF EMPLOYEES

- (a) The best person to help on a hazard hunt is a skilled operator who knows the job thoroughly. In addition to having job knowledge, the person should have a good attitude toward safety and a good record.
- (b) It is important to explain the purpose of JSA to the operator you have selected. Also, point out the important role he or she is playing in overall accident prevention. Job safety analysis is an excellent way of getting your people involved in your safety program. It can get them thinking, "they want my ideas." or, "they really care about what I think." Letting people know that you want and need their will help to get the cooperation needed.

5-7. BREAKING THE JOB INTO STEPS

- (a) The supervisor/analyst and operator(s) can work together to break the job down into its various steps. Each step should begin with a verb and be as brief as possible. Remember, this is not a detailed industrial engineering analysis that covers every micro movement of the job.
- (b) Select the proper tools and equipment for the job. Once the proper tools and equipment have been selected. When making a JSA, list the job steps in sequence without concern, at the moment, for the hazards or recommended procedures. These are attended to later.
- (c) In identifying the job steps, avoid getting into either too much detail or too little. Too much detail will result in an unnecessarily large number of steps, while the opposite can result in the omission of some basic steps. Either extreme is undesirable. Strive for sufficient detail to cover the job. Number the job steps in sequence. Remember it begin each step with a verb and keep them short as possible.
- (d) When the job steps have been identified, return to the first step and ask the question: "What hazards exist in this step?" "What possible accidents could occur?" Some forms list the accident types. This helps the supervisor and operator as they consider possible hazards that may occur with each step. Any hazards they envision should be written in the column headed "Potential Hazards". The hazards should be numbered to agree with the step number.
- (e) As hazards are envisioned, the JSA team will next consider the "Recommended Action or Procedure" to overcome or minimize risks. A list of control measures is shown below. As you come up with other ideas, add them to your list.

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CONTROL MEASURES TO MINIMIZE RISKS	
Engineer the Hazard Out	Improve Lighting
Provide Guards	Exhaust Ventilation
Use Personal Protective Equipment	Improve Housekeeping
Isolate Process	Education and Training
Substitute Materials	

- (f) If the recommended procedure involves the use or the wearing of personal protective equipment, enter that in the third column, and in the box provided above the sequence column. In the completed JSA, the supervisor or the operator will be able to tell at a glance the kinds of personal protective equipment needed on the job. When listing the Recommended Action or Procedure, be specific. A statement such as, "Be careful" is of no value. Rather, use such recommendations as, "Lift with your legs, not your back." The Recommended Action or Procedure should be numbered to agree with the Steps and Hazards to which they apply.
- (g) When you have completed the form, test the procedure to make sure no steps are left out and all hazards are listed. After this check out, get the JSA typed and duplicated. The employee must be trained on how to handle the hazards and dangers identified. The completed job safety analysis ideally would be available at or near the work area where the job is to be performed. In this way, it can be better used as an accident prevention tool.

5-8. PERIODIC REVIEW OF JOB SAFETY ANALYSIS

- (a) Whenever a job is changed, or the process is modified, review the JSA. A new hazard may have been introduced by the change, or an old hazard may have been removed. To be of maximum value as accident prevention tools, JSA's must be kept current.
- (b) Job safety analysis forms are to be reviewed at a minimum of every three years and after, and as a result of, any accident, illness, or injury.